CITY OF HOUSTON

HOUSTON PLANNING COMMISSION — PLANNING & DEVELOPMENT DEPARTMENT

DEVELOPMENT SITE PLAN REVIEW FORM

KNOWN AS DEVELOPMENT PLAT APPLICATION IN ORDINANCE # 1999-262

☑ To expedite this application, please complete entire application form.

1. PROJECT NAME: _____ Staff Initials

2. SITE ADDRESS: _____

3. SUBDIVISION: _____ Date

4. PROJECT INFO.:

Project no.: _____ Survey: _____

Lambert: _____ Census Tract: _____ Abstract no.: _____

☐ Inside city limits

Key Map: _____ Zip Code: _____ City Council District: _____

☐ ETJ

County: _____ Utility District: _____

5. GEOGRAPHIC:

North of: _____ East of: _____

South of: _____ West of: _____

6. TOTAL ACREAGE: _____

7. DELIVERED VIA: ☐ Hand delivered **(no delivery services or mail-ins)**

8. CONTACTS:

Developer: _____

Address: _____ Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

Applicant: _____

Address: _____ Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

9. SUBMITTAL REQUIREMENTS

One copy of completed application form ☐

Two copies of sealed and certified survey in Building Plans ☐

Two copies of site plan in Building Plans ☐

Two copies of recorded subdivision plat in Building Plans ☐

Filing fee (**$355.00** payable to "City of Houston") ☐

_____ _____

Applicant's Signature **Date**

CITY OF HOUSTON
DEPARTMENT OF PLANNING & DEVELOPMENT

LANDSCAPE ANALYSIS FORM
(Please attach to permit site plan)

Non-Single Family Residential
(*Staff may create an artificial lot*)

A. STREET TREES : Sec. 33-126 (a)

Length of property line in lineal feet as measured along each street separately.

Lineal feet of property / 30 = Total Street Trees.

STREET NAME	LINEAL FEET	STREET TREES
	/ 30	
	/ 30	
	/ 30	
	/ 30	
(A1) TOTAL STREET TREES		

Total number of street trees : _____ - _____ credits from below = _____ street trees required.
Maximum street tree credits can not exceed 50% of each block face.

B. PARKING LOT TREES : Sec. 33-127 (a)
Each parking space must be within 120' of a tree.

(B1) Number of new parking spaces to be constructed _____ / 10 = _____ parking lot trees.

Total number of parking lot trees : _____ - _____ credits from below = _____ parking lot trees required.

C. SHRUBS: Sec. 33-127 (b)

75% of the shrubs must be planted along the perimeter of the parking lot.
(Shrubs are required for new or the expanded portion of parking lots)

Total number of Street trees required, from (A1) above _____ x 10 = _____ shrubs required.

D. LANDSCAPE BUFFER: Sec. 33-128 (1) Wood, concrete masonry opaque screening fence. (Min. 6')
Sec. 33-128 (2) Evergreen screening.

A 6' high wood, concrete masonry opaque screening fence, or 15' wide evergreen planting strip along thetotal length of property line adjacent to existing single family residential, or limit of expansion adjacent to existing single family residential.
(Site plan must show land use on all sides of the property)

Sec. 33-123 (a) TREE PLANTING EQUIVALENCY CREDITS:

1. Number of proposed trees exceeding 4" in caliper _____ x 2 = _____credits.
2. Depositing of monies with Parks and Recreation Department.
   $155.00 per tree**.** Proposed credits cannot exceed 30% of (A1) and (B1) above.
   Amount to be deposited: Proposed credits _____x $155.00 = $_____.
   The combined credit under items 1 & 2 may not exceed 50% of the total tree planting requirement.
3. Preservation of on-site trees, per the following schedule in caliper:

minimum 4" to 6"	2 trees
greater than 6" but less than 12"	3 trees
12" and greater	4 trees

   Total number of tree credits for this option. _____ trees.
4. Credit for preserving existing right-of-way street trees. _____ trees
5. Proposed total number of tree credits. 1 + 2 + 3 + 4 = _____ trees.
   (*To receive credits documentation must be provided in conformance with Section 33-122*)

Sec. 33-130 Preservation of existing trees and associated understory.

(a) The following procedure shall be required where credit for the preservation of existing trees and associated understory is being requested to be applied toward the total planting requirement pursuant to section 33-123(a) of this Code or the protected tree replacement requirement. Where such credit is being requested, the applicant shall also supply to the building official for review with the building plans a tree and associated understory preservation plan and shall include:

(1) Delineation of proposed limit of clearance and establishment of tree protection zones which shall extend to outside the dripline of the tree and associated understory to be protected, if any;
(2) Proposed soil stabilization practices, i.e., silt fence, hay bales;
(3) The species of each tree to be preserved and for which credit is being requested;
(4) The proposed finished grade and elevation of land within six feet of or within the dripline of any tree to be preserved, whichever is greater, shall not be raised or lowered more than three inches unless compensated for by welling or retaining methods;
(5) Existing and proposed location of all trees and plant materials to be relocated at the drawing scale;
(6) A landscaping tabulation, and itemized credit requests for existing trees to be preserved which have a minimum of four inches in caliper and greater;
(7) Tree and associated understory preservation details; and
(8) Specification of ground plane treatment as either turf or sod. If a combination of both is utilized, the limit of each shall be indicated.

(b) The following tree relocation information shall be provided on the landscape plan or in a report for the transplantation of existing specimen trees when preservation credit is being requested for them. This information shall include an assessment of the cost of transplanting the trees as opposed to the potential mortality rate which may result from the attempted transplantation. If relocation is elected, the following information shall be provided:

(1) Transplanting techniques;
(2) Equipment to be utilized;
(3) Locations of existing trees and proposed locations for transplanted trees;
(4) Genus, species, caliper, height and general condition of the existing tree;
(5) Pruning and maintenance schedule and methods to be followed; and
(6) Which form of assurance of performance will be provided, i.e., executed contract, bond or assigned certificate of deposit.

(c) If preservation credit is requested, the trees shall be protected and preserved as set forth in appendix C.

(d) The department shall make recommendations to minimize damage to existing vegetation during the site construction phase. The department shall also suggest possible uses for those trees removed as a result of development such as the creation of wood chip mulch from removed hardwood trees.

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OFF-STREET PARKING REQUIREMENTS

(PLEASE ATTACH TO SITE PLAN)

A) PROPOSED LAND USE _____

B) PREVIOUS LAND USE _____

C) 1. GROSS FLOOR AREA OF PROPOSED DEVELOPMENT _____

2. NUMBER OF SEATS _____

D)* NO. PARKING SPACES REQUIRED FOR THE PROPOSED DEVELOPMENT PER CHAPTER 26 CODE OF ORDINANCES _____

E)* NO. OF PROPOSED PARKING SPACES ON-SITE _____

F)* NO. OF PROPOSED PARKING SPACES OFF-STREET _____ (IF APPLICABLE)

DISTANCE (MEASURED ON A CLEARLY DELINEATED PEDESTRIAN PATH OR WALKWAY) TO OFF-SITE PARKING: _____

*** NOTE: IF ADDITIONAL PARKING IS REQUIRED E OR E + F MUST = D**

THE FOLLOWING INFORMATION MUST ALSO BE PROVIDED IF PARKING SPACES FOR AN EXISTING LAND USE ARE TO BE USED TO SATISFY THE PARKING REQUIREMENT.

EXISTING LAND USE _____

EXISTING GROSS FLOOR AREA _____

EXISTING PARKING SPACES: ON-SITE _____ OFF-SITE _____

SHARED PARKING IS APPLICABLE FOR TWO OR MORE LAND USES WHICH SHARE THE SAME PARKING SPACES BUT WHICH OPERATE AT DIFFERENT TIMES. IF SHARED PARKING IS USED TO SATISFY THE PARKING REQUIREMENT, THE PARKING MUST BE CALCULATED USING THE FOLLOWING TABLE:

PLACE COMPLETED TABLE ON SITE PLAN

1) DETERMINE THE MINIMUM AMOUNT OF PARKING REQUIRED FOR EACH OCCUPANCY AS THOUGH IT WERE A SEPARATE USE;

2) MULTIPLY EACH AMOUNT BY THE CORRESPONDING PERCENTAGE FOR EACH APPLICABLE TIME PERIOD SHOWN IN THE FOLLOWING PARKING CREDIT SCHEDULE:

	NIGHT	WEEKDAY		WEEKEND	
		DAY	EVE.	DAY	EVE.
	MIDNIGHT	9 A.M.	6 P.M.	9 A.M.	6 P.M.
	6 A.M.	4 P.M.	MIDNIGHT	4 P.M.	MIDNIGHT
USES					
COMMERCIAL/RETAIL	5%	50%	90%	100%	70%
HOTEL	80%	80%	100%	80%	100%
OFFICE /INDUSTRIAL	5%	100%	10%	10%	5%
RESTAURANT	10%	50%	100%	50%	100%
ENTERTAINMENT/RECREATION (THEATERS, BOWLING ALLEYS)	10%	40%	100%	80%	100%
ALL OTHERS	100%	100%	100%	100%	100%
TOTAL					

(3) CALCULATE THE COLUMN TOTAL FOR EACH TIME PERIOD;

(4) THE COLUMN TOTAL WITH THE HIGHEST VALUE IS THE PARKING SPACE REQUIREMENT.